



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: MATERIALS & STORES SPECIALIST

SALARY RANGE:	Range A: \$2,963 - \$3,699 per month* <small>*The Starting Salary applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Permanent / Full-Time
PROGRAM/DEPARTMENT:	General Services
FINAL FILING DATE:	January 26, 2016

DESCRIPTION OF DUTIES:

Under the direction of, and reporting directly to the Clothing Program Manager, the Material & Stores Specialist acts as a lead worker, and is responsible for performing general warehousing duties and assisting as an expeditor within the department assisting with procurement work. Assists with all purchasing aspects and estimating future demands. Assists with daily operational activities, and maintains computerized inventory system. The incumbent prepares monthly reports as well as other department reports, maintains working files, vendor data files, and catalog information files. The Materials & Stores Specialist works both independently and collectively as a team in work areas. Leads lower level staff with the receipt, storage, issuance and shipping of a volume of clothing goods requiring moderately complex storage practices in a redistribution center. Checks goods against purchase documents, and keeps records of goods received and issued to assure timely payment and no overcharges.

WHO MAY APPLY:

Applicants must possess Civil Service eligibility and must meet the minimum qualifications of this classification to apply. All applicable methods of eligibility will be considered. Eligibility may consist of one of the following: list eligibility, lateral transfer, or reinstatement to State service. Applicants must indicate their eligible status in the title section of the Employment Application (Form STD-678). Eligibility will be determined by an analyst in the Human Resources Department. For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD-678 may also be obtained by visiting the Human Resources office at Sonoma Developmental Center, or may be downloaded from the California Department of Human Resources website. Applications will be reviewed and only the most qualified applicants will receive a selection interview. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus, and Re-employment List procedures. A pre-employment physical, drug screening, and fingerprint/background clearance will be required.

***Applications received after the final filing date will not be processed, but may remain on file.
Faxed or emailed applications will not be accepted. All applications must be signed and dated.***

SEND YOUR COMPLETED APPLICATION (FORM STD-678) TO:

Sonoma Developmental Center
Human Resources Department
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431

(707) 938-66879 Please contact Sharon Williams for information on how to apply for this vacancy

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.